



REPLY  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD  
FORT BELVOIR, VA 22060-5527

CPM 25-77  
Expires: 1 October 2009

AMCIO-R

Date: 3 October 2006

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Command Policy Memorandum – Files Digitized During the Relocation of Headquarters, U.S. Army Materiel Command (AMC)

1. **Reference.** AR 25-400-2, The Army Records Information Management System (ARIMS)
2. **Applicability.** All Headquarters U.S. Army Materiel Command Personnel
3. **Scope.** These procedures apply to the location, access and disposition of the documents digitized during the relocation of the Headquarters, U.S. Army Materiel Command, from Eisenhower Avenue, Alexandria, Virginia, to Fort Belvoir, Virginia
4. **Background.**
  - a. During the relocation of HQ, Army Materiel Command to Fort Belvoir, HQ AMC personnel digitized much of their paper documents into electronic short-term records (less than six years retention). Many of the 105,550 documents were not actual records, but copies of reference materiel, copies of other records, or personal notes. The hard copy files that were digitized (738+ boxes) were destroyed.
  - b. The documents were not ordered in an office records list or any other published index therefore there is no logical taxonomy for effective title searches or document queries. The digitized electronic files are currently housed on a HQ AMC server and are password protected by user accounts. The user accounts are the office symbols of HQ AMC staff directorates and their respective divisions.
  - c. The Records Coordinators have access to the records under their designated HQ AMC staff directorate and divisions. Records Coordinators may receive help and guidance from the HQ AMC Records Administrator. The short cut icon on each desktop labeled “digitization” opens the portal to the files.
  - d. Per the above reference, these files are due for automatic destruction 1 October 2009. Any document which must be kept past the 1 October 2009, destruction date must be transferred to ARIMS.

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**5. Procedures.**

a. Staff Directorates must appoint a Records Coordinator who will be authorized to access these documents. Appointments will be sent to the AMC Records Administrator at [yolanda.mckenzie@us.army.mil](mailto:yolanda.mckenzie@us.army.mil).

b. Records Coordinator will:

(1) Contact the AMC Records Administrator for their respective password.

(2) Have access to only their respective documents, which are coded by office symbols.

(3) Establish an office record listing (document index) and provide it to the AMC Records Administrator.

(4) Transfer any documents deemed appropriate to ARIMS.

c. HQ AMC Records Administrator will:

(1) Retain access to all digitized files and provide backup records management support.

(2) Provide passwords and administrative rights to each Records Coordinator

(3) Provide Records Coordinators with training and support .

6. Point of Contact is AMCIO-R, IT Programs Division, COMM: (703) 806-8572.

//Signed//

TERENCE M. EDWARDS

Chief Information Officer/G-6

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